

INSTRUCTIONS
FOR
QUALITY ASSURANCE EVALUATION CHECKLIST

1. This quality assurance evaluation checklist is a contract performance grading system that is completely voluntary. AFCESA developed this grading system based on recommendations from the field. CE organizations wanted alternatives to use in their surveillance of contract performance. AFCESA recommends that CE organizations use the surveillance system found during market research of the commercial sector for the requirement.
2. Note this grading system allows the QA person to determine a level of importance (LOI) for each of the checklist items. While we have inserted LOIs for review purposes, the QA should establish the LOI for a given period of time (weekly, monthly, yearly, etc.) and ensure contractor's QC is aware of the LOIs prior to the start of the period. If a checklist item is not evaluated during an inspection, the LOI should be assigned a zero (0) value so that grade is automatically computed properly.
3. After establishing the LOIs for each of the checklist items (including those that will not be checked by assigning a zero), the QA should make a manual copy of the checklist to use during the scheduled surveillance.
4. The QA is allowed by the Inspection of Services clause (included in every contract in some form) to inspect the contractor's performance at any time or place as long as the QA doesn't unrealistically interfere with contractor's ability to perform the contract.
5. We recommend that the QA use the contractor's QC surveillance plan to schedule and evaluate the contractor's performance. The QA may evaluate the contractor's performance in conjunction with the contractor's QC person and record results on the checklist. The QA may evaluate the contractor's performance immediately prior to the scheduled QC evaluation and then compare results. This would also permit evaluation of the effectiveness of the contractor's QC program. Finally, the QA may evaluate the contractor's performance immediately after the QC and compare results.
6. After the surveillance results have been recorded on the manual checklists, the QA may return and post the results on the automated checklists to determine the contractor's grade for that inspection.
7. At the end of the reporting period, probably monthly, the QA should average all of the individual grades to determine the contractor's grade for that reporting period.
8. QA's may add checklist items but will need to adjust the formulas for each addition or deletion.
9. Any questions please call AFCESA's Competitive Sourcing Help-Desk at DSN 523-4970 or email A-76Desk@tyndall.af.mil.